



City-County Health Department  
115 4<sup>th</sup> St. South  
Great Falls, MT 59401  
Phone: 406-454-6950

## **Guidance for Retail Establishments for Reopening After COVID-19 Closure**

### **Introduction**

On April 22, 2020, Governor Bullock released a detailed plan on how retail establishments can re-open on April 27th, 2020, and this guidance is intended to help these establishments meet the directive. County health departments have the authority to implement more restrictive orders, in which case, the more restrictive would supersede. Any questions should first be directed to your local health department.

### **Re-Opening Checklist**

- ☐ **Employee Health Agreement**
- ☐ **Employee Symptom Check - Log**
- ☐ **COVID-19 Staff Training - Log**
- ☐ **Facility Plan for Cleaning, Sanitizing and Disinfecting**
- ☐ **Facility Plan for Social Distancing and Reducing Shared Contact Surfaces**

\_\_\_\_\_  
Person-in-Charge Signature  
(when checklist is completed)

\_\_\_\_\_  
Date Completed

Facility Name and Address:

\_\_\_\_\_

\_\_\_\_\_

This Document was published by MT DPHHS - FCS on April 28, 2020 to aid facilities in being compliant with Directives published on April 22, 2020, and was modified by Cascade County's City-County Health Department (CCHD) on May 5, 2020. It now includes space for details and additional information/resources, and focuses on general, non-food retail establishments. However, as new information on COVID-19 is discovered and Directives are modified, this Document may be changed to reflect the most current information and Directives.

**Additional Resources:**

Governor's Directive:

<https://covid19.mt.gov/Portals/223/Documents/04-22-20%20Directive%20and%20Appx%20-%20Reopening%20Phase%20One.pdf?ver=2020-04-22-124954-977>

State of Montana FAQ:

<https://covid19.mt.gov/LinkClick.aspx?fileticket=1dqKyhrSpXw%3d&portalid=223>

State of Montana Reopening Plan:

[https://covid19.mt.gov/Portals/223/Documents/MT%20Reopening%20Guidelines\\_Final%204.28.pdf?ver=2020-04-29-075612-197](https://covid19.mt.gov/Portals/223/Documents/MT%20Reopening%20Guidelines_Final%204.28.pdf?ver=2020-04-29-075612-197)

CCHD Business Guidelines and FAQ:

[http://www.cchdmt.org/wp-content/uploads/2020/04/2020-04-30-Phase-1\\_CCHD-Business-Guidance\\_with-FAQ-no-appendices.pdf](http://www.cchdmt.org/wp-content/uploads/2020/04/2020-04-30-Phase-1_CCHD-Business-Guidance_with-FAQ-no-appendices.pdf)

**Other information:**

The website for CCHD can be found at:

<https://www.cchdmt.org/>

CDC Cleaning and Disinfecting Community Facilities:

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

Governor Bullock's Joint Information Center (JIC):

<https://covid19.mt.gov/joint-information-center>

Governor Bullock's Corona Task Force page:

<https://covid19.mt.gov/>



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# Employee Health Agreement for COVID-19

## Background

COVID-19 (also known as SARS-CoV2) is a highly contagious viral respiratory illness that easily spreads through contact with others (primarily by aerosolized droplets that are exhaled when coughing or sneezing). Excluding sick employees from the workplace is one of the best defenses against community spread. This document is not a replacement for employee health and hygiene requirements; and facilities are still urged and encouraged to ask employees with symptoms of illness to refrain from coming to work. Please consult the Food Code or your local health department for more information on those requirements, if needed.

This document is not a substitute for medical advice. If you have concerns about your health and COVID-19, please consult a medical provider. Indicator symptoms of COVID-19 may change as new information is discovered.

**Facility Name:** \_\_\_\_\_

## I AGREE TO NOT WORK IF I HAVE, OR RECENTLY HAD:

1. A new dry cough
2. A newly identified shortness of breath or difficulty breathing

OR

Two or more of the following symptoms:

- |                                 |                               |
|---------------------------------|-------------------------------|
| 1. Fever (above 100.4 °F)       | 5. Headache                   |
| 2. Chills                       | 6. Sore throat                |
| 3. Repeated shaking with chills | 7. New loss of taste or smell |
| 4. Muscle pain                  |                               |

I UNDERSTAND THAT OTHER SYMPTOMS MAY BE ASSOCIATED WITH COVID-19 AND SHOULD BE CONSIDERED WHEN DETERMINING WHETHER TO WORK.

I UNDERSTAND THAT A DAILY SYMPTOM CHECK WILL BE REQUIRED BEFORE I BEGIN WORKING EACH SHIFT.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Person-in-Charge Name

\_\_\_\_\_  
Person-in-Charge Signature

\_\_\_\_\_  
Date

*Reproduce as needed*

# COVID-19 SYMPTOM CHECK FOR EMPLOYEES

**BUSINESS NAME:**

**DATE:**

	Employee Name (Please print full name)	New Dry Cough?	New Shortness of Breath Or Difficulty Breathing?	Any Other Symptoms of Concern? **	Person-in-Charge Signature	Able to Work? (Yes/No)
1						
2						
3						
4						
5						
6						
7						
8						
9						

WERE ALL EMPLOYEES SCREENED TODAY?    YES                      NO            (A new sheet or sheets may be used for each shift if needed)

\_\_\_\_\_  
Person-in-Charge name (print)

\_\_\_\_\_  
Person-in-Charge signature

\_\_\_\_\_  
Date

**\*\*Other Symptoms of Concern Include: Fever (above 100.4° F), Chills, Repeated Shaking with Chills, Muscle Pain, Headache, Sore Throat, New Loss of Taste or Smell  
IF THE EMPLOYEE HAS TWO OR MORE OF THESE SYMPTOMS, THEY SHOULD NOT WORK**

*Reproduce as needed*

## COVID-19 TRAINING LOG

A Training Log is not required by the directive but is a good way to track that all employees understand COVID-19. COVID-19 related training may include:

1. A review of the facility plan;
2. The employee health policy; and
3. All applicable portions of the Documents included under *Additional Resources*.

**BUSINESS NAME:**

**PAGE** \_\_\_\_ **of** \_\_\_\_

	Employee Name	Date Training Completed	Training Type (Online, At Facility, etc.)	Employee Signature
1				
2				
3				
4				
5				
6				

**ALL EMPLOYEES HAVE BEEN TRAINED IN ACCORDANCE WITH THE GOVERNOR'S DIRECTIVES ISSUES ON APRIL 22, 2020**

\_\_\_\_\_  
Person-in-Charge Signature

\_\_\_\_\_  
Date

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## FACILITY PLAN FOR CLEANING, SANITIZING & DISINFECTING

### **Introduction**

On April 22, 2020, the Governor released Directives for the reopening of bars, breweries, and distilleries on May 4, 2020. These directives included requirements for facilities to develop a specific cleaning plan. This document will direct businesses on how and when to sanitize versus how and when to disinfect.

Any alternative plans that are created should be verified by the local health department to ensure that the Directives are being followed correctly and that public safety is maintained.

### **CLARIFYING STATEMENTS**

**Cleaning:** Refers to the physical removal of debris (dirt, food, other impurities) from a surface/object by using water, soap and water, sweeping, or other methods. This method does not effectively kill germs but is a necessary first step for sanitizing or disinfecting chemicals to work.

**Disinfecting:** Utilizes an EPA Registered Product to destroy most germs, reducing levels considered safe by public health standards, which serves to lower the risk of spreading infection. For the purposes of this plan, this terminology is referring to the destruction of COVID-19 on a surface. These chemicals or concentration of chemicals can be dangerous in some settings, such as food preparation areas. These products should NOT be used as a substitute for Sanitizing, as these concentrations can be toxic.

**Sanitizing:** Utilizes an EPA Registered Product to destroy many germs at a level that is considered safe for sensitive areas, such as in restaurant kitchens.

Wear disposable gloves when cleaning and/or sanitizing.

### **RESOURCES:**

EPA Web Site for COVID-19 Chemicals: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

Cleaning and Disinfecting (CDC): <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

Guidance for Cleaning and Disinfecting (CDC): [https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening\\_America\\_Guidance.pdf](https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening_America_Guidance.pdf)

### **DECIDING WHEN TO CLEAN:**

Whenever an area has visible debris, before Sanitizing/Disinfecting or any High-traffic areas. This should be done at a minimum once daily, or as often as needed to preclude the accumulation of debris.

### **CLEANING EXAMPLES:**

Sweeping and mopping floors, cleaning before Sanitizing or Disinfecting Surfaces (allows cleaner/disinfectant to work in a more optimal manner, whenever a large mess is created where safety and cleanliness are compromised. **An area/surface should be cleaned prior to sanitizing or disinfecting.**

### **DECIDING WHEN TO SANITIZE:**

Sanitizing and Disinfecting solutions must not be mixed -use separate containers and wiping cloths for each. Mixing different chemicals can create toxic and sometimes, deadly, combinations that may result in extreme harm. Label containers with contents to avoid harm.

### **SANITIZING EXAMPLES:**

High-touch and potentially contaminated surfaces

### **DECIDING WHEN TO DISINFECT:**

Follow the Governors Directives on when to disinfect. This includes:

1. Tables, chairs, counters between patrons
2. Frequently touched surfaces, including doorknobs, light switches, etc.
3. Surfaces in toilet rooms
4. Whenever a facility has been notified that there has been a COVID-19 positive case in the facility IF the person was present within 7 days prior to notification

Containers and wiping cloths should be used only for Disinfecting and not mixed with Sanitizing containers and wiping cloths. Mixing different chemicals can create toxic and sometimes, deadly, combinations that may result in extreme harm. Label containers with contents to avoid harm.

- Common surfaces should be disinfected at a frequency that relates to patron volume, but **at least every 4 hours**.
- High-touch/traffic/common areas should be cleaned more frequently.
- All surfaces must be cleaned **between** customers, including tables, chairs, booths, barber/salon chairs, tattoo/piercing chairs, card machines, counters, etc.

**Please describe how your establishment plans to meet or exceed cleaning/sanitizing requirements:**

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

This facility's cleaning frequency will be:



**IF AN EMPLOYEE HAS TESTED POSITIVE FOR COVID-19 AND THE ESTABLISHMENT NEEDS TO BE DISINFECTED, WE ENCOURAGE YOU TO CONTACT CCHD.**

**HOW TO DISINFECT:**

1. Use an EPA registered product that has been shown to kill COVID-19.
2. Follow manufacturer instructions for:
  - a. Concentration and concentration testing (if applicable)
  - b. WET contact time required to be effective in virus destruction
  - c. COMPLETELY AIR DRY or wipe with water, depending on label instructions

Most common EPA-registered household disinfectants will work. Use disinfectants appropriate for the surface you are disinfecting.

Using Bleach for disinfecting purposes:

Mix 5 tablespoons (1/3rd cup) bleach per gallon of water OR 4 teaspoons bleach per quart of water. Clean the surface with detergent & water, follow with bleach solution and allow 10 minutes for activity before wiping. **Make fresh each day.**

**DO NOT under any circumstances mix Bleach and Ammonia.**

Using Alcohol solutions:

Ensure solution contains at least 70% alcohol. Apply to surfaces and allow 30-60 seconds for activity.

Other common EPA-registered household disinfectants:

Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).

A list is available at <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

## STAFF NOTIFICATION OF CLEANING, SANITIZING, AND DISINFECTING POLICIES

(CHECK ALL THAT WILL APPLY):

- ☐ This facility will hold in person training that will outline these changes.
- ☐ This facility will provide printed copies of this plan to all staff members.
- ☐ This facility will send digital copies of this plan to all staff member.
- ☐ This facility will develop an alternative plan described below:

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Person-in-Charge Signature  
(when checklist is completed)

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Date Completed



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## **FACILITY PLAN FOR SOCIAL DISTANCING AND REDUCING SHARED CONTACT SURFACES**

### **Introduction**

On April 22, 2020, the Governor released Directives for the reopening of restaurants, bars, breweries, and distilleries on May 4, 2020. These directives included requirements to limit the number of people in retail food establishments and to add practices that facilitate social distancing. Additionally, requirements were made for cleaning common surfaces.

This document is intended to help your facility comply with the directive. Each subsection of this document contains options to meet the directive by selecting and then implementing one or more of those options your facility will meet the requirements pertaining to that subsection of the document.

Items that apply to all facilities are contained within a gray box.

Any alternative plans that are created should be checked to ensure that the Directives are being followed correctly.

**FACILITY NAME:** \_\_\_\_\_

**All reasonable attempts should be made to eliminate the use of waiting areas and lobbies.**

**WAITING AREAS (CHECK ALL THAT WILL APPLY):**

- ☐ This facility will close the lobby and waiting areas until restrictions are lifted **OR** we do not have a lobby or waiting area.
- ☐ This facility will use reservation or appointments.
- ☐ This facility will use an online system or app to schedule patrons.
- ☐ If the facility cannot eliminate a waiting area or lobby completely, they must ensure that groups and/or individuals in the waiting area are socially distanced from each other.

Describe the plan to maintain space between groups below:

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**CUSTOMER AREAS (CHECK ALL THAT WILL APPLY):**

- ☐ Limit the number of customers in the facility – function at reduced capacity.
- ☐ Reduce the number of customers in line by opening more registers.
- ☐ Remind customers with signs, announcements, markers, and verbally to maintain at least 6 ft between non-congregate groups (families may stay together).
- ☐ Where practical, encourage the use of masks by customers and staff.
- ☐ Rearrange the store layout to provide for adequate distancing between customers.  
This might include making aisles one-way, inactivating every other checkout/register, separating ordering and delivery areas, removing seats, etc.
- ☐ For Salons, Barbershops, Tattoo/Piercing parlors, if stations are not at least 6 feet apart, inactivate a station between or re-arrange the layout.
- ☐ Implement special hours for at-risk populations.
- ☐ Online/phone ordering, shipping, or curbside delivery. Encourage customers to pay online or by phone.
- ☐ Provide hand-sanitizer.

Continued on next page.

[illegible]

**Training should include reading all applicable portions of these documents (see *Additional Documents* on the Checklist page for links):**

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Person-in-Charge Signature

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Date Completed